

## Record of processing activity

Associate membership for the IAS staff members

### 1. General Information

Name of the data processing:	Associate membership for the IAS staff members
Reference number:	E103
Last update:	09/12/2022
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E1 FOR
Contact details:	Directorate E – Human Resources and Finance Unit E1 FOR Rue Belliard/Belliardstraat 99-101, 1040 Brussels
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	<a href="#">EESC Data Protection</a>
Processor(s) (where applicable):	N/A
Data Processing Agreement	N/A

### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	To administer all activities in the context of the service contract with the Institute of Internal Auditors, Belgium (IIA Belgium) – affiliated to the Institute of Internal Auditors (IIA Global) signed by the EESC Directorate E HR Planning and Training Unit (E.1 FOR) on behalf of the Internal Audit Service (IAS) for the services offered for the IAS staff members by the IIA Belgium and the IIA Global. E.1 FOR acts as authorising officer by delegation on behalf of the IAS in order to support the IAS in accomplishing its mission. In addition, it administers the associate membership list of the IAS staff members in the IIA Belgium/IIA
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	<p>Global based on the signed service level agreement with the IAS.</p> <p>In this respect, IAS staff members personal data are collected and processed in the context of the service contract with the Institute of Internal Auditors, Belgium – affiliated to the Institute of Internal Auditors (IIA Global) for:</p> <ul style="list-style-type: none"> <li>• Administration of the services accepted/requested by the IAS staff members, when the service provider is the IIA Belgium and/or IIA Global. In particular, <ul style="list-style-type: none"> <li>a. Associate membership: this service contract, gives the IAS members the possibility to become an associate member in the IIA Belgium, which will give them full membership services including access to the guidance and learning materials of the IIA Belgium/IIA Global, other special membership entitlements and if needed, the possibility to report on earned Continuing Professional Education/Continuing Professional Development (CPE/CPD) credits (These are required to keep staff's IIA certification(s) or qualification(s) active (allowing them to represent themselves as a certified individual and to be listed in the IIA registry), if they have obtained a certification).</li> <li>b. External trainings/events and/or certifications: however, if as an associate member, the IAS staff member makes a request following E1.FOR established procedure on external training and learning activities to use the following services provided by the IIA Belgium and or/IIA Global: <ul style="list-style-type: none"> <li>a) external trainings/events and/or</li> <li>b) professional certifications</li> </ul> </li> </ul> </li> </ul> <p>It is a necessity for the IAS to have competent and professional staff. The above listed services offered for the IAS staff members in the context of the signed service contract with the IIA Belgium– affiliated to the IIA Global, for the IAS allows to:</p> <ul style="list-style-type: none"> <li>• comply with its obligations under Article 117(1) ("each Union institution shall establish an internal audit function which shall be performed in compliance with the relevant international standards") of Regulation (EU, Euratom) 2018/1046 (hereafter "the Financial Regulation") for fulfilling its duties and to conduct professional and high level internal audits.</li> <li>• conduct professional and high-level audits and through them, fulfil its duties as provided in Articles 117 to 123 of the Financial Regulation and the IAS mission charter, which states that "The Internal Audit</li> </ul>
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	<p>Service will adhere to the mandatory guidance of the International Professional Practices Framework promulgated by the Institute of Internal Auditors” (IIA Global).</p> <p>The IAS staff personal data will not be used for any automated decision-making including profiling.</p>
Categories of persons whose personal data are processed	Internal auditors
Categories of personal data processed	<p>Associate membership</p> <p>In the context of your associate membership in the IIA Belgium – affiliated to the IIA Global, the following your personal data may be processed:</p> <ul style="list-style-type: none"> <li>• contact details (such as title, name and surname, affiliation number<sup>4</sup> , name of organisation, country, city, address, email address, phone number, password<sup>5</sup> ) for registration purpose;</li> <li>• (CPE/CPD) credits (such as information on attended trainings and information on practicing to be reported by you each year) in order to maintain your certification(s), if these are obtained.</li> </ul>
Recipients of the personal data	<p>Inside the Committee, your personal data will be accessed and disclosed to:</p> <ul style="list-style-type: none"> <li>• E1.FOR HR Planning and Training: your email address for invitation and registration purpose.</li> <li>• SG.AUD Internal Audit - receives from the E1.FOR information on the total number of the IAS staff members who become associate members in order to have an overview on learning and development activities, which are taking place in the IAS and in order to report in the activity reports, if needed.</li> </ul> <p>Outside the Committee, personal data will be accessed and disclosed to:</p> <p>IIA Belgium/IIA Global: email address for invitation purpose.</p>
Transfers of personal data to a third country or an international organization	Yes
Retention period of the personal data	10 years
General description of security measures, where possible	Personal data is transferred to a third country outside EU/EEA for which there is no adequacy decision (The United States). The level of protection of personal

	<p>data will depend on the law or practice of this third country. However, the rights as regards data protection might not be equivalent to those in and EU/EEA country or a country with an adequacy decision. The information we collect will not be given to any other party located in a third country outside EU/EEA, except to the extent and for the purpose, which may be required by the national law of the country in question.</p>
Data protection notice:	Data Protection Notice available internally